

EXCEL FORMULAS & FUNCTIONS

½ DAY WORKSHOP

WHO SHOULD ATTEND

Those who have taken the Excel Introduction and Intermediate courses and wish to expand their skills of the following:

- ◆ Building formulas
- ◆ Working with functions

PREREQUISITES

A working knowledge of skills outlined in the courses Excel Introduction and Intermediate is recommended.

COURSE OBJECTIVE

This instructor-led, half day course is designed to teach the student more advanced features of Excel, a powerful and popular full-featured spreadsheet program, with a main focus on formulas, analysis tools, and data consolidation.

WHAT STUDENTS RECEIVE

Each student receives their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the Mighty Macros Workshop to learn the power of Macros and VB programming to automate repetitive procedures in Excel.

SKILLS LEARNED

- ◆ Formulas using absolute and relative references
- ◆ Naming ranges
- ◆ Transpose A Formula
- ◆ Copy And Paste Values
- ◆ Perform A Quick Calculation
- ◆ Use Nesting Functions
- ◆ COUNTIF to Calculate Survey Results
- ◆ SUMIF to Add Data That Satisfy Condition
- ◆ AVERAGEA to Include All Cases
- ◆ IF Function to Prevent Division By Zero
- ◆ ISERROR Function to Avoid Error Display
- ◆ Multiple Conditions Using Nested IF
- ◆ VLOOKUP & HLOOKUP
- ◆ Match & Index to Retrieve Data
- ◆ Convert Imported Text
- ◆ Break Imported Date Field Into Individual Columns
- ◆ Extract A Name Field into Three Columns
- ◆ Calculate a Period of Time Between Two Dates
- ◆ Array Formulas
- ◆ Maximum and Minimum Values in an Array
- ◆ Find Value In List
- ◆ FREQUENCY Function
- ◆ Analyze Data in a Database
- ◆ Reduce Formula Recalculation Time
- ◆ Enter Formulas Quickly By Shortening Sheet Names

- ◆ Select & Protect Cells Containing Formulas
- ◆ Reduce Data Entry Errors By Using Data Validation

COURSE OUTLINE

LESSON 1: Advanced Formula Construction

- ◆ Creating Formulas
- ◆ Absolute and Relative Referencing Structure
- ◆ Range Names in Formulas

LESSON 2: Functions

- ◆ Text Functions
- ◆ Date & Time Functions
- ◆ Financial Functions
- ◆ Statistical Functions
- ◆ Lookup & Reference Functions
- ◆ Logical Functions
- ◆ Information & Database Functions
- ◆ Function Help

LESSON 2: Efficiency Tips

- ◆ Recalculation Time
- ◆ Entering Formulas Quickly
- ◆ Cell Protection
- ◆ Data Validation
- ◆ Formula Syntax